

### Institute of Alcohol Studies Job Description: Research Coordinator

The Institute of Alcohol Studies is an independent institute bringing together evidence, policy and practice from home and abroad to promote an informed debate on alcohol’s impact on society. Our purpose is to advance the use of the best available evidence in public policy decisions on alcohol. We sit on a number of government advisory boards and play an active role in key campaigning coalitions including the Alcohol Health Alliance UK, Alcohol and Families Alliance and the European Alcohol Policy Alliance. We are looking to recruit an experienced Research Coordinator to support the delivery of our research strategy. This is an exciting opportunity to work in a well-respected institute, on a high-profile public policy portfolio alongside senior researchers and campaigning groups.

<b>Post title:</b>	<b>Research Coordinator</b>
<b>Contract:</b>	<b>Full-time (37.5 hours per week)*</b>
<b>Location:</b>	<b>Alliance House, 12 Caxton Street, London, SW1H 0QS</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Salary:</b>	<b>£36,000-£45,000 (depending on experience) + defined contribution pension</b>
<b>Holiday Entitlement:</b>	<b>25 days</b>

#### Job Purpose

The purpose of this role is to support the delivery of the IAS research strategy through commissioning, producing and disseminating research reports and articles. The post holder should have substantial experience of conducting quantitative and qualitative research, the ability to analyse a broad range of public policy datasets and strong verbal and written communication skills.

The core duties for the post holder will include:

- Design studies and develop research dissemination plans Project manage IAS research activities to ensure goals are met on time and to agreed budgets
- Support IAS in-house research through a range of techniques including conducting literature reviews, interviews, focus groups and data analysis
- Draw conclusions from IAS research to inform high impact policy reports
- Interpret and communicate research results effectively to a wide range of IAS stakeholders
- Present research findings and represent IAS at conferences and events
- Draft and submit articles based on IAS research to peer-reviewed journals
- Maintain a good working knowledge of alcohol policy relevant research and keep IAS team members informed of developments

**\*Please note, while the post is advertised as a full-time position, we would be willing to consider accepting secondments from colleagues currently employed by academic institutions at a reduced FTE**

## Person Specification

The post-holder must be a proactive, self-motivated and disciplined worker, able to balance priorities effectively.

The essential requirements for this role are:

- PhD/DrPH in a social science subject or related discipline
- Strong literature searching, reviewing and critical appraisal skills
- Proven experience of analysing quantitative and qualitative data, ideally policy-relevant data
- Proven ability to prepare and produce high quality and publishable written materials and peer-reviewed journal publications
- Outstanding communications and interpersonal skills with the ability to develop and build positive working relationships with senior colleagues and stakeholders
- Excellent project management and organisational skills with a proven ability to meet deadlines both personally and when leading a team
- Highly self-motivated, creative and determined with the ability to take initiative and problem solve effectively
- Ability to prioritise and manage own workload when juggling numerous projects
- Excellent presentational skills and experience of public speaking

An understanding of alcohol policy is desirable, but not essential.

## How to apply

Please send a CV with a covering letter outlining your suitability for this role to Kellie Donaldson at [kdonaldson@ias.org.uk](mailto:kdonaldson@ias.org.uk). Deadline for applications is **5pm 19<sup>th</sup> April 2019**.

First interviews will be held on Tuesday 30<sup>th</sup> April 2019, second interviews will be held on Wednesday 8<sup>th</sup> May 2019.